



HEADQUARTERS
CIVIL AIR PATROL NEVADA WING
UNITED STATES AIR FORCE AUXILIARY
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9 November 2006

MEMORANDUM TO NEVADA SQUADRON COMMANDERS AND WING
STAFF

From: NV/CC

Subject: CAPF 108 Procedure

1. WMIRS has now advanced to the point that we can greatly simplify the CAPF 108 procedure. Moreover, the NEC has endorsed a resolution that mandates the use of WMIRS for producing CAPF 108's.
2. Some background may help you better understand the rationale for the new process.
 - a. Over half of all CAPF 108's continue to have errors.
 - b. Despite best training efforts, members continue to enter incorrect horsepower, report different hours on the 108 than on the 104, submit receipts which do not agree with the 108 entries and make arithmetic errors.
 - c. Receipts continue to arrive late, and most do not have enough information on them to easily match them to the proper 108 entry.
 - d. CAPF 108 processing and auditing is the single most time-consuming task at Wing HQ.
 - e. The new process is fully automated so that only the root data needs to be entered and the computer assures that all downstream documentation looks back to that same root data. This will completely eliminate errors and the need for auditing
3. The new process requires that ALL missions reimbursable on a CAPF 108 be entered into WMIRS. This includes all A missions except cadet orientation rides and tows, whether released on a CAPF 99, CAPF 84 or CAPF 104. The easiest way to do this is to use IMU2, which will (soon) automate the upload of data into WMIRS. If IMU2 is not used, the data must be manually entered into WMIRS.

4. This memo presents an outline of the process, and the attachments provide detailed check lists for use in actually preparing the forms.
5. All CAPF 108's will be generated from WMIRS. This will assure that the forms are 100% correct and will eliminate both preparation time and audit time. Once again, **no member prepared CAPF 108's**. Just print a copy of the WMIRS CAPF 108 worksheet.
6. Corporate aircraft, vehicles and other corporate-paid authorized expenses are the responsibility of the IC or designated mission base staff personnel.
 - a. Print a WMIRS CAPF 108 worksheet
 - b. Collect all the fuel and other receipts related to corporate expenses
 - c. Mark the line items on the CAPF 108 worksheet for which receipts are being submitted
 - d. Attach the receipts to the CAPF 108 worksheet
 - e. Forward the package to the Wing Administrator.
 - f. It is the responsibility of the IC to see that all fuel receipts for corporate vehicles are collected promptly – whether fueled at the base, remotely, or after a return to home base.
7. Private aircraft or personal expenses will be the responsibility of the individual member. That individual should
 - a. Print a copy of the WMIRS CAPF 108 worksheet
 - b. Attach personal fuel (or other) receipts
 - c. Mark the line items on the CAPF 108 for which receipts are attached
 - d. Write the name and address to which the check should be sent on the CAPF 108 worksheet
 - e. Forward the package to the Wing Administrator
8. The new CAPR 173-3 stipulates that late CAPF 108's will not be paid by the Air Force. Therefore, any CAPF 108 material received more than 15 days after the close of the mission will not be paid by Wing. If the IC cannot get corporate credit card receipts from a member on a timely basis, the CAPF 108 should be submitted without those receipts with an annotation of the line items for which receipts were not received, and the name of the member who should be rebilled for those expenses.
9. Here are a few critical reminders

- a. Individual members will not be able to access a copy of the CAPF 108 worksheet until the IC has generated it in WMIRS and sent copies to the individual members who have expenses to claim. The IC must update WMIRS and generate the CAPF 108 worksheet immediately after the close of the mission.
 - b. Do not prepare any personal CAPF 108's. Use **only** the WMIRS CAPF 108 worksheet.
 - c. Mark the lines on the CAPF 108 worksheet for which you are attaching receipts.
 - d. Make sure the receipt amount agrees with the CAPF 108 worksheet amount. If there is a discrepancy, clearly annotate this on the CAPF 108 worksheet.
 - e. Individuals must write a name and mailing address on their copy of the CAPF 108 worksheet so that the check can be sent
 - f. Do not be late. Late expenses will simply not be paid – including corporate expenses, which will be rebilled to the member.
10. This new procedure is really quite simple. No forms need to be filled out. All that is required is printing a CAPF 108 worksheet from WMIRS, attaching receipts and sending the package **on time** to the Wing Administrator.
11. Personal expenses will be reimbursed much more quickly under this new process.
12. Any questions regarding this process should be directed to the Wing Director of Operations.



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- Attach:
- 1. Checklist for IC's
 - 2. Checklist for members
 - 3. Sample CAPF 108 worksheet

Attachment 1

Check List for IC's and Mission Base Staff

1. **Immediately** after the close of the mission, make the required entries into IMU2 or WMIRS, including all fuel amounts.
2. Generate a WMIRS CAPF 108 worksheet
 - a. In WMIRS, click Current Missions/Sorties, then click the number in the Air column for your mission.
 - b. This will take you to the list of all the air sorties. Scroll down to the bottom of this list and click the button Create/Print CAPF 108.
 - c. This will bring up a page showing previously created CAPF 108's (if any) and a button for NEW CAPF 108. Click the new form button.
 - d. This will bring up a page which looks like a spreadsheet, listing all the sorties (both air and ground) and their costs (see Attachment 3 for a sample worksheet).
 - i. There is an edit button on each line. Use this to make any corrections required. Pay special attention to whether the fuel receipts match the WMIRS amounts.
 - ii. Further down the page is a section for Additional Expenses. Fill this out for other authorized expenses – communications, oxygen, authorized supplies, etc.
 - iii. **Do not click** the Get CAPF 108 button. Only the Wing Administrator will create a real CAPF 108. What you are looking at is the worksheet, and that is what you should use.
 - iv. Print the CAPF 108 worksheet, or cut and paste it into a Word or Excel document if you need to distribute it to others.
3. Assemble the related receipts.
 - i. Put a mark next to each line item on the printed CAPF 108 worksheet for which you have a receipt and identify it with a unique number or letter.
 - ii. Put the same number or letter on the corresponding receipt.
 - iii. Attach the receipts to the CAPF 108 worksheet.

4. Send the package to the Wing Administrator as soon as possible after the close of the mission. **Do not** hold corporate credit card receipts for reimbursable missions until the end of the month!
5. Collect as many receipts as possible before members leave the base. Keep a personal copy of the CAPF108 worksheet as a follow-up for missing receipts, and monitor the progress of collecting these.
6. If the 15 day time limit approaches, submit the package without the late receipts. Write clearly on the CAPF 108 worksheet by each affected line item that the receipt was too late and write the name of the member who did not submit the receipt on time. The member is responsible for this expense.
7. Do not be afraid to make copious notes on the CAPF 108 worksheet. The only purpose of your CAPF 108 worksheet is to help the Wing Administrator understand your submission and your form will not be submitted to National. A consolidated CAPF 108 will be prepared by the Wing Administrator once all materials have been received and verified.
8. Member expenses are the responsibility of the individual members, but they cannot begin their process until all entries have been made by the mission staff into WMIRS and the CAPF 108 worksheet has been disseminated.

Attachment 2

Checklist for Individual Member Expenses

1. Obtain a copy of the CAPF 108 worksheet from your IC or mission base staff (or directly from WMIRS if you have personal access). This worksheet can be given to you, faxed to you or emailed to you.
2. Verify that the reimbursement rate, hours and fuel cost on the WMIRS CAPF 108 worksheet are correct. If you suspect errors, contact the mission base staff.
3. Assemble the related receipts.
 - i. Put a mark next to each line item on the printed CAPF 108 worksheet for which you have a receipt and identify it with a unique number or letter.
 - ii. Put the same number or letter on the corresponding receipt.
 - iii. Attach the receipts to the CAPF 108 worksheet.
4. Verify again that the amounts on the receipts agree with the corresponding entries on the CAPF 108. Contact your mission base staff if there are errors. **Do not** attempt to make corrections on your own. This must be done by the mission base staff!
5. If there are any other authorized expenses (communications, oxygen, etc.) for which you are claiming reimbursement, write these on the bottom of the CAPF 108 worksheet and attach the related receipts. Again, put a number or letter on both the worksheet and the receipt.
6. Write the name and address to which the reimbursement check should be sent on the CAPF 108 worksheet.
7. Forward the package to the Wing Administrator.
8. CAPF 108 worksheets that are not received within 15 days after the close of the mission will not be honored.

Attachment 3

Sample CAPF 108 Worksheet

07-T-3059 CAPF 108

Sortie Data													
	Sortie	Date	A/C or Veh	Rate Type	A/C ID/Veh ID	Corp	Mbr	Hours Flown No. Miles	A/C Minor MX	A/C Cost	Fuel/Oil	Sub Total	CAPF 108 Ready
Edit	001	10/14/2006	182R	182	N9557X	X		2.9	44.00	127.60	108.53	236.13	<input checked="" type="radio"/> Yes <input type="radio"/> No
Edit	002	10/14/2006	U206G	206	N9725R	X		0.5	46.00	23.00	0.00	23.00	<input checked="" type="radio"/> Yes <input type="radio"/> No
Edit	003	10/14/2006	182T	182	N775CP	X		0.6	44.00	26.40	0.00	26.40	<input checked="" type="radio"/> Yes <input type="radio"/> No
Edit	004	10/14/2006	182R	182	N9895E	X		1.1	44.00	48.40	0.00	48.40	<input checked="" type="radio"/> Yes <input type="radio"/> No
Edit	005	10/14/2006	182T	182	N775CP	X		2.4	44.00	105.60	94.98	200.58	<input checked="" type="radio"/> Yes <input type="radio"/> No
Edit	006	10/14/2006	U206G	206	N9725R	X		2.6	46.00	119.60	180.20	299.80	<input checked="" type="radio"/> Yes <input type="radio"/> No
Edit	007	10/14/2006	182R	182	N3022E	X		3.4	44.00	149.60	0.00	149.60	<input checked="" type="radio"/> Yes <input type="radio"/> No
Edit	008	10/14/2006	182R	182	N9493X	X		2.3	44.00	101.20	0.00	101.20	<input checked="" type="radio"/> Yes <input type="radio"/> No
Edit	009	10/14/2006	U206G	206	N9725R	X		3.0	46.00	138.00	217.16	355.16	<input checked="" type="radio"/> Yes <input type="radio"/> No
Edit	010	10/14/2006	182R	182	N9895E	X		2.6	44.00	114.40	147.04	261.44	<input checked="" type="radio"/> Yes <input type="radio"/> No
Edit	011	10/14/2006	182T	182	N775CP	X		2.4	44.00	105.60	134.31	239.91	<input checked="" type="radio"/> Yes <input type="radio"/> No
Edit	012	10/14/2006	182R	182	N9493X	X		1.4	44.00	61.60	143.15	204.75	<input checked="" type="radio"/> Yes <input type="radio"/> No
Edit	013	10/14/2006	182R	182	N9895E	X		1.5	44.00	66.00	71.19	137.19	<input checked="" type="radio"/> Yes <input type="radio"/> No
Edit	014	10/14/2006	chev / avalanch		AF VET 2110		X	143.0			39.25	39.25	<input checked="" type="radio"/> Yes <input type="radio"/> No
Edit	015	10/14/2006	182R	182	N9557X	X		2.3	44.00	101.20	94.90	196.10	<input checked="" type="radio"/> Yes <input type="radio"/> No
Edit	016	10/14/2006	182R	182	N9895E	X		1.0	44.00	44.00	0.00	44.00	<input checked="" type="radio"/> Yes <input type="radio"/> No
Edit	017	10/14/2006			27016	X		112.0			13.81	13.81	<input checked="" type="radio"/> Yes <input type="radio"/> No
Total										1,332.20	1,244.52	2,576.72	

Additional Expenses:

	Date	Expense Type	Description	Amount	CAPF 108 Ready
Total:				0.00	
Add	10/13/2006	Select			